

## **STAFF RATIO REVIEWER INSTRUCTIONS**

### **Residential Treatment Providers (Levels III, IV, PRTF) 2007 / 2008**

1. Auditor chooses 2 weeks (any 14 consecutive days) during the month designated for the provider and writes the dates on the review form.
2. Request documentation for each date that indicates number of children in residence on all shifts, and the number of staff on duty on all shifts. Documentation could include:
  - Time sheets
  - House log/schedule (confirm with time sheet)
  - Therapeutic Leave logs
  - Daily journals (confirm with time sheet)
3. Auditors will confirm that staff/child ratios were met, per 10A NCAC 27G. .1704 (Level III), .1804 (Level IV), .1902 (PRTF).
  - Level III:
    - i. 2 staff present for 1, 2, 3 or 4 children
    - ii. 3 staff present for 5, 6, 7 or 8 children
    - iii. 4 staff present for 9, 10, 11 or 12 children
    - iv. During sleep hours, 2 staff present for 1 – 8 children
    - v. During sleep hours, 3 staff present for 9 – 12 children
  - Level IV:
    - i. 3 staff present for 1 – 6 children
    - ii. 4 staff present for 7 – 9 children
    - iii. 5 staff present for 10 – 12 children
    - iv. During sleep hours, 3 staff present for 1 – 12 children.
  - PRTF:
    - i. 2 staff present with every 6 children.
    - ii. If the PRTF is hospital based, staff shall be specifically assigned to the facility, with responsibilities separate from those performed on an acute medical unit or other residential units.
4. If staff ratio is met for all shifts on a given date, enter date and rating of “1” (do not complete columns 3, 4, 5 or 6).
5. If staff ratio is not met on any given shift on any given date, enter #children, #staff, which shift(s) were out of compliance using shift notations listed on audit tool, and calculate/enter #children in the home that exceeded the staff ratio (columns 3, 4, 5 and 6).
6. For audit reporting purposes, regardless of how a provider defines their shifts, the auditor will define them this way:
  - For two 12-hour shifts/day, 1<sup>st</sup> shift is the “asleep/wake-up time”, 2<sup>nd</sup> shift is the “awake, go to bed time”.
    - 1<sup>st</sup> shift = 12AM – 12Noon, or 8AM – 8PM, etc.
    - 2<sup>nd</sup> shift = 12Noon – 12 AM, or 8 PM – 8 AM, etc.

- For three 8-hour shifts/day, 1<sup>st</sup> shift is the “wake-up through afternoon time”, 2<sup>nd</sup> shift is afternoon/evening, 3<sup>rd</sup> shift is overnight.
  - 1<sup>st</sup> shift = 7AM – 3PM, or 8AM – 4PM, or 6AM – 2PM, etc.
  - 2<sup>nd</sup> shift = 3PM – 11PM, 4PM – 12AM, or 2PM – 10 PM, etc.
  - 3<sup>rd</sup> shift = 11PM – 7AM, 12AM – 8AM, or 10PM to 6AM, etc.